

Memorandum



TO: Distribution List
FROM: Bryan Tippie, Budget Director
DATE: May 21, 2002
Re: Minutes of the May 15, 2002 Finance Committee Meeting

Committee Members present: Joe Winkelmann and Harry Atherton

The Finance Committee met on May 15, 2002, at 2:30 p.m. in the 4th Floor Conference Room of the Court and Office Building. This document reflects the official minutes of that meeting.

Treasurer's Report: Beth Ledgerton presented the Treasurer's Report for the Finance Committee's consideration.

County Attorney Report: Tracy Gallehr presented the County Attorney's Report on that Office's efforts in collecting delinquent taxes.

Consent Agenda

Supplemental Appropriations:

The following supplemental appropriations were approved for forwarding to the Board of Supervisors for their consideration unless otherwise noted.

1. Sheriff's Office

- a. \$2,785 was approved for appropriation from State funds for Prisoner Extradition.
- b. \$452 was approved for appropriation from Federal funds for the Share of Forfeiture Proceeds - DEA.
- c. \$1,156 was approved for appropriation from Federal funds for the DEA Group 33 Drug Task Force Overtime Reimbursement.
- d. \$14,325 was approved for appropriation from the Virginia Municipal Liability Insurance on recovery for a wrecked motor vehicle.
- e. \$4,450 was also approved for appropriation from the Virginia Municipal Liability Insurance as settlement for a wrecked motor vehicle.

2. School Division

- a. \$9,100 from State funds was approved for appropriation for the Mentor Teacher Program Grant.
- b. State funds of \$16,783 for the Bright Stars at risk children program was approved for appropriation in the Department of Social Services.

- c. Federal funds of \$17,342 for Carl Perkins vocational program equipment funding were approved for appropriation.

3. Budget Office

\$8,900 was approved for a contribution to the Upperville Day Care Facility from the Contingency Reserve.

4. County Administration

- a. From the Contingency Reserve, \$39,000 was approved for appropriation for 3% inflationary costs on the swimming pool at Vint Hill.
- b. \$61,345 from Cable TV revenue was approved for appropriation to purchase equipment to allow cable broadcast of government and school programming.

Transfers:

1. Geographic Information Systems (GIS)

\$3,148 was approved to be transferred within the Capital Fund budget lines to support the purchase of two computers by GIS.

2. School Division

\$424,972 in School Division appropriation was approved for transfer to the Capital Fund to facilitate purchase of textbooks for FY 2003.

Regular Agenda

Supplemental Appropriations:

The following supplemental appropriations were approved for forwarding to the Board of Supervisors for their consideration unless otherwise noted.

1. Information Resources

\$65,550 from Personal Property Tax revenue was approved for the purchase of software to standardize desktop software for County offices and departments. Purchasing the software before the end of the fiscal year will result in a savings to the County. This one time item ranked first in new initiatives for FY 2003.

2. Community Development

- a. \$9,945 from Community Development fees was approved for appropriation for the purchase of a replacement copier in the Planning Division.
- b. The Finance Committee directed charges up to \$5,000 be taken against the Utility Fund for additional and expanded survey tasks for the County pertaining to the needs for the Catlett and Calverton Wastewater Treatment Facility.

- c. \$10,000 from Special Exception Fees and \$10,000 from Plats and Site Plan Fees were approved for appropriation for consultant assistance for a traffic impact analysis on several complex land development applications.

3. Juvenile Probation

\$25,000 was identified by Kenny Smith, Juvenile Probation Director, as necessary to support the cost of juvenile detention for the remainder of the fiscal year. Expenditure was approved by the Finance Committee, with the Budget Office directed to identify and transfer appropriations from available funds in other departments.

4. School Division

TABLED: The use of \$134,423 from new Middle School bond proceeds premium was tabled for further review.

Transfers:

1. General Services

Requested the transfer of \$16,000 from Capital Improvements Program (CIP) New Courthouse HVAC account line to the Vint Hill Parks and Recreation Gymnasium upgrade project account line to finish renovations.

This transfer was approved on the condition that any appropriation not needed for completion of the Vint Hill Gymnasium and Marshall Community Center projects would be transferred to the General Services operating budget, but any additional funds needed to complete these projects would come from the General Services budget.

2. Information Resources

\$15,570 from the Information Resources Department budget was approved for transfer to the CIP for contracted services payment to F1 Computer Solutions related to work on Phase II of e-government.

Comments:

1. Finance Department

Health Insurance – William Skinker, Acting Finance Director, provided the health insurance report. Primarily his information reflects that the current years expenditure continues on a favorable trend with costs increasing over FY 2001 less than 6% through April.